How to Search for Reports Within Xactus360

1. **Go To Report ID:** Search for all Report IDs pulled within the last 6 months.

2. **Search / Filter:** Search for all reports pulled within the last 3.5 months by Loan Number, Report ID, Last Name, and Social Security Number.
   * Search will increase daily to include one additional day of searchable reports.

3. **Archive Search:** Search for all reports over 6 months by Report ID, Last Name, and Social Security Number

4. **Advanced Search:** Search for all reports under 6 months by Report ID, Last Name, and Social Security Number.
   * Available for use while the search/filter builds its searchable reports.

PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS OR CONCERNS AND WE WILL BE HAPPY TO HELP.